

IPPP Core Competencies Completion Checklist

(Refer to 'IPPP Core Competencies: Part 1: Assessment Indicators' for details of evidence required for achievement of competencies)

Competency 1:

Met in Full

Partly Met

Not Met

Date:/...../.....

PRACTITIONER'S NAME:		ASSESSOR'S NAME:	
DATE ASSESSED:		ASSESSOR'S NAME:	

1.	ESTABLISHMENT AND MAINTENANCE OF PROFESSIONAL AND BUSINESS NETWORKS
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		Established	Partly Established	Not Established	Comments	Completion Date
A	Business and professional agencies relevant to the provision of psychological services in private clinical practice identified Evidenced by:					
	• Resource file – database, notebook or similar – of referral and referring agencies, colleagues and their specialist expertise (document review).					
	• Attendance at interest groups and seminars (document review)					
	• Verbal Confirmation of formal or informal network (practitioner review)					
B	Resource file of relevant professional and community resources maintained and used. Evidenced by:					
	• Resource file – electronic or hard copy (document review)					
	• Verbal confirmation of formal or informal resources or network (practitioner interview)					
C	Member of Professional Bodies. Evidenced by:					
	• Certificates of Membership of professional bodies (document review)					
	• Up to date membership receipts (document review)					
D	Colleagues and key people consulted with and information relevant to the shared interests exchanged. Evidenced by:					
	• Membership of relevant interest groups, internet forums (document review)					
	• Attendance at interest groups and seminars or internet forums (document review)					
	• Verbal confirmation of informal network (practitioner interview, confirmation by relevant colleagues).					

1. ESTABLISHMENT AND MAINTENANCE OF PROFESSIONAL AND BUSINESS NETWORKS (Cont...)		Established	Partly Established	Not Established	Comments	Completion Date
E	Information disseminated by private practitioner meets ethical and legal guidelines established for the profession. Evidenced by:					
	• <i>Written publicity material, advertising, PR and other professional and promotional material (document review)</i>					
	• <i>Appropriate ethical and legal guidelines (document review)</i>					
	• <i>Verbal confirmation (practitioner interview)</i>					

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Competency 2:	
Met in Full	<input type="checkbox"/>
Partly Met	<input type="checkbox"/>
Not Met	<input type="checkbox"/>
Date:/...../.....

PRACTITIONER'S NAME:		ASSESSOR'S NAME:	
DATE ASSESSED:		ASSESSOR'S NAME:	

2.	MANAGING DELIVERY OF QUALITY PROFESSIONAL SERVICE				
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		Established	Partly Established	Not Established	Comments	Completion Date
A	Clients provided with relevant and current information about the services of the practice. Evidenced by:					
	• Written materials, hand-outs, flyers and other documents (document review)					
	• Information regarding the service:					
	– Qualifications (document review, practitioner interview)					
	– Areas of practice (document review, practitioner interview)					
	– Confidentiality (document review, practitioner interview)					
	– Fees (document review, practitioner interview)					
	– IPPP information pamphlet, "What we do, how can we help?"					
	– Verbal confirmation (practitioner interview)					
B	"Consent to Release of Information" Pro Forma. Evidenced by:					
	• Document pro forma (document review)					
	• Verbal Confirmation (practitioner interview)					
C	"Outcome Evaluation" – Pro forma or description of the process. Evidenced by:					
	• Document pro forma (document review); and/or					
	• Verbal Confirmation of outcome evaluation (practitioner interview)					

2. MANAGING DELIVERY OF QUALITY PROFESSIONAL SERVICE (Cont...)		Established	Partly Established	Not Established	Comments	Completion Date
D	Complaints review process evidenced. Knowledge of mandatory requirements (eg Health Complaints Legislation). Clients informed of complaints procedure. Evidenced by:					
	• Description by the Psychologist of procedures for dealing with complaints (practitioner interview)					
	• Practice information sheet describing complaint procedure. Literature evident in practitioner's rooms. Copy of relevant legislation sighted. (document review, inspection)					
E	Client amenities satisfactory. Clients are seen in conditions that comply with IPPP Guidelines, Constitution, Code of Ethics and generally accepted standards of professional practice. Evidenced by:					
	• Inspection of facilities (Inspection)					
	• Description of facilities (Practitioner interview)					

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Competency 3:	
<i>Met in Full</i>	<input type="checkbox"/>
<i>Partly Met</i>	<input type="checkbox"/>
<i>Not Met</i>	<input type="checkbox"/>
Date:/...../.....	

PRACTITIONER'S NAME:		ASSESSOR'S NAME:	
DATE ASSESSED:		ASSESSOR'S NAME:	

3.	MANAGEMENT OF FINANCIAL RESOURCES AND OBLIGATIONS
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		Established	Partly Established	Not Established	Comments	Completion Date
A	Billing processes – sound business and accounting practices evidenced. Evidenced by:					
	• Inspection of relevant practice documents or computer system (accounts, collections letters)					
	• Use of relevant Guidelines (IPPP Item numbers and accounting Guidelines, SA Psychology Board Guidelines, SA Workcover Guidelines, DVA Guidelines) (Inspection, interview)					
	• Verbal confirmation with practitioner and other relevant person (ie practice manager)					
B	Collection process– sound business and accounting practices evidenced. Evidenced by:					
	• Inspection of relevant practice documents or computer system (accounts, collections letters)					
	• Use of relevant Guidelines (IPPP Item numbers and accounting Guidelines, SA Psychology Board Guidelines, SA Workcover Guidelines, DVA Guidelines) (Inspection, interview)					
	• Verbal confirmation with practitioner and other relevant person (ie practice manager)					
C	Financial record-keeping– sound business and accounting practices evidenced. Evidenced by:					
	• Inspection of relevant practice documents or computer system (accounts, collections letters)					
	• Use of relevant Guidelines (IPPP Item numbers and accounting Guidelines, SA Psychology Board Guidelines, SA Workcover Guidelines, DVA Guidelines) (Inspection, interview)					
	• Verbal confirmation with practitioner and other relevant person (ie practice manager)					

3. MANAGEMENT OF FINANCIAL RESOURCES AND OBLIGATIONS (Cont...)						
		Established	Partly Established	Not Established	Comments	Completion Date
D	Necessary insurances held, including, as a minimum, Professional Indemnity and Public Liability insurances. Evidenced by:					
	• <i>Inspection of documents</i>					
	• <i>Verbal confirmation with practitioner and other relevant person (ie practice manager)</i>					
E	Procedures as may be required by other statutory bodies complied with. Evidenced by:					
	• <i>Inspection of documents or computer system</i>					
	• <i>Verbal confirmation with practitioner and other relevant person (ie practice manager)</i>					

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Competency 4:	
Met in Full	<input type="checkbox"/>
Partly Met	<input type="checkbox"/>
Not Met	<input type="checkbox"/>
Date:/..../.....	

PRACTITIONER'S NAME:		ASSESSOR'S NAME:	
DATE ASSESSED:		ASSESSOR'S NAME:	

4.	CLIENT ASSESSMENT
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		Established	Partly Established	Not Established	Comments	Completion Date
A	Assessment relevant to the demonstrated needs of the client(s) and expertise of the private practitioner. Multi-modal approach considered, as far as practicable . Evidenced by:					
	<ul style="list-style-type: none"> Use of these criteria in 3 case-histories in psychologist's case notes (document review, single case presentation) 					
B	Assessment where appropriate includes formal or informal consideration of client's Mental Status and appropriate Risk Assessment. Evidenced by:					
	<ul style="list-style-type: none"> Possession of Mental Status Examination instrument, procedure or process (document review, single case presentation) 					
	<ul style="list-style-type: none"> Possession of Risk Assessment instrument, and or description of procedure or process (document review, single case presentation) 					
	<ul style="list-style-type: none"> Initial Diagnosis, using DSM categories – sufficient information obtained to enable appropriate Initial Diagnosis (incl Axis I, IV & V-GAF) (document review, single case presentation) 					
C	Evaluation relates to relevant professional guidelines and complies with statutory obligations. Evidenced by:					
	<ul style="list-style-type: none"> Possession of DSM-IV, ICD10, or equivalent (document review) 					
	<ul style="list-style-type: none"> Possession of relevant documents issued by statutory bodies (Workcover Guidelines for Psychologists, Supreme Court Directions), professional guidelines (IPPP Member handbook, IPPP-Law Society Psycho-legal Agreement) (document review) 					
	<ul style="list-style-type: none"> Possession of other information and reference sources (may include text book, journals, conference proceedings, internet resources, etc) (practitioner interview, document review) 					
	<ul style="list-style-type: none"> Use of these criteria in 3 case-histories in psychologist's case notes (document review, single case presentation) 					

4. CLIENT ASSESSMENT (Cont...)						
		Established	Partly Established	Not Established	Comments	Completion Date
D	Baseline data of relevant treatment concerns established, as appropriate. Evidenced by:					
	• Use of these criteria in 3 case-histories in psychologist's case notes (document review, single case presentation)					
E	Citation of all psychological instruments used with relevant cases. Evidenced by:					
	• Use of these criteria in 3 case-histories in psychologist's case notes (document review, single case presentation)					

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Competency 5:

Met in Full

Partly Met

Not Met

Date:/...../.....

PRACTITIONER'S NAME:		ASSESSOR'S NAME:	
DATE ASSESSED:		ASSESSOR'S NAME:	

5. TREATMENT AND INTERVENTION						
		Established	Partly Established	Not Established	Comments	Completion Date
A	The treatment and/or intervention is informed by clinical experience, evidence based methods, or appropriate research on the treatment modality used. Evidenced by:					
	• Use of these criteria in 3 case-histories in psychologist's case notes (document review, single case presentation)					
	• Use of IPPP and other relevant Treatment Guidelines (document review, inspection)					
	• Possession of other information and reference sources (may include text book, journals, conference proceedings, internet resources, etc) (practitioner interview, document review)					
	• Verbal confirmation (practitioner interview)					
B	The treatment and/or intervention reflect a collaborative approach between the psychologist and client(s) or a group. Evidenced by:					
	• Use of these criteria in 3 case-histories in psychologist's case notes (document review, single case presentation)					
	• Verbal confirmation (practitioner interview)					
C	The treatment and/or intervention involves ongoing evaluation of progress, monitoring and adjustment of treatment or intervention approach according to demonstrated need.					
	• Possession of appropriate psychological instruments or procedures (document review)					
	• Use of these criteria in 3 case-histories in psychologist's case notes (document review, single case presentation)					
	• Verbal confirmation (practitioner interview)					
D	Group treatment and/or intervention includes elements A, B, C as appropriate. Evidenced by:					
	• Possession of appropriate psychological instruments or procedures (document review)					
	• Verbal confirmation (practitioner interview)					

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Competency 6:	
Met in Full	<input type="checkbox"/>
Partly Met	<input type="checkbox"/>
Not Met	<input type="checkbox"/>
Date:/...../.....

PRACTITIONER'S NAME:		ASSESSOR'S NAME:	
DATE ASSESSED:		ASSESSOR'S NAME:	

6. REPORTING

		Established	Partly Established	Not Established	Comments	Completion Date
A	All reporting requirements are met with respect to documentation, treatment and assessment re : <ul style="list-style-type: none"> • Internal record-keeping • Referral sources • Statutory and other interested parties Evidenced by:					
	• Use of relevant reporting guidelines (IPPP-Law Society Psycho-legal Guidelines, IPPP Guidelines, Workcover Guidelines (document review)					
	• Use of these criteria in 3 case-histories in psychologist's case notes (document review, single case presentation)					
	• Verbal confirmation (practitioner interview)					
B	Reporting standards identify sufficient information to enable peer review of a report, wherever appropriate. This may include references to: <ul style="list-style-type: none"> • The psychological instrument used, including year of its publication • The relevant standard scores, reference population. Evidenced by:					
	• Use of these criteria in 3 case-histories in psychologist's case notes (document review, single case presentation)					
C	All written documentation reflects Best Practice guidelines (including IPPP guidelines and others listed in 4C above) and all relevant legislated requirements. Evidenced by:					
	• Use of these criteria in 3 case-histories in psychologist's case notes (document review, single case presentation)					
	• Verbal confirmation (practitioner interview)					

6. REPORTING (Cont...)		Established	Partly Established	Not Established	Comments	Completion Date
D	Confidential information in a report accessed by other persons (eg administration staff, external typist) conforms to legislative requirements and IPPP Record Keeping Guidelines. Evidenced by:					
	<ul style="list-style-type: none"> • Use of these criteria in 3 case-histories in psychologist's case notes (document review, single case presentation) 					
	<ul style="list-style-type: none"> • Verbal confirmation (practitioner interview) 					

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Competency 7:	
Met in Full	<input type="checkbox"/>
Partly Met	<input type="checkbox"/>
Not Met	<input type="checkbox"/>
Date:/...../.....	

PRACTITIONER'S NAME:		ASSESSOR'S NAME:	
DATE ASSESSED:		ASSESSOR'S NAME:	

7. RECORD KEEPING						
		Established	Partly Established	Not Established	Comments	Completion Date
A	Client information recorded and stored according to IPPP Record-Keeping guidelines and any additional requirements by statutory authorities. Evidenced by:					
	<ul style="list-style-type: none"> • Possession of relevant documents (IPPP-Record-keeping guidelines (document review)) 					
	<ul style="list-style-type: none"> • Use of these criteria in 3 case-histories in psychologist's case notes (document review) 					
	<ul style="list-style-type: none"> • Verbal confirmation (practitioner interview) 					
B	The recording and storage of practice information is consistent with other legal, contractual, professional and ethical requirements. Evidenced by:					
	<ul style="list-style-type: none"> • Possession IPPP-Record-keeping guidelines (document review) 					
	<ul style="list-style-type: none"> • Use of these criteria in 3 case-histories in psychologist's case notes (document review) 					
	<ul style="list-style-type: none"> • Verbal confirmation (practitioner interview) 					
C	Where there are a number of consulting locations or practitioner works 'off site' system and process for appropriate storage, transit and security of client information is in place. Evidenced by:					
	<ul style="list-style-type: none"> • Use of these criteria in 3 case-histories in psychologist's case notes (document review) 					
	<ul style="list-style-type: none"> • Verbal confirmation (practitioner interview) 					
D	Access to files by other persons conforms to legislative requirements and IPPP Record Keeping Guidelines. Evidenced by:					
	<ul style="list-style-type: none"> • Use of these criteria in 3 case-histories in psychologist's case notes (document review) 					
	<ul style="list-style-type: none"> • Verbal confirmation (practitioner interview) 					

7. RECORD KEEPING (Cont...)						
		Established	Partly Established	Not Established	Comments	Completion Date
E	<i>Disposal of records conforms to legislative requirements and IPPP Record Keeping Guidelines. Appropriate procedures in place (eg Will). Evidenced by:</i>					
	<ul style="list-style-type: none"> <i>Verbal confirmation (practitioner interview)</i> 					

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Competency 8:

Met in Full

Partly Met

Not Met

Date:/...../.....

PRACTITIONER'S NAME:		ASSESSOR'S NAME:	
DATE ASSESSED:		ASSESSOR'S NAME:	

8.	LEGAL REQUIREMENTS AND ETHICAL CONSIDERATIONS				
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		Established	Partly Established	Not Established	Comments	Completion Date
A	<p>Knowledge of legal requirements, ie knowledge of acts and statutory requirements relevant to professional practice maintained.</p> <p>Evidenced by:</p> <ul style="list-style-type: none"> • Possession of SA Psychological Practices Act, Regulations under the Act (document review) • Possession of other Acts and reporting requirements Privacy Act, Nursing Act, Mandatory reporting Act etc) (document review) • Verbal confirmation (practitioner interview) 					
B	<p>All competencies and instructions set out in this manual incorporate and comply with the following ethical guidelines:</p> <ul style="list-style-type: none"> • IPPP Code of Ethics • SA Psychology Board Code of Ethics • Other relevant legislative requirements <p>Other relevant professional bodies</p> <ul style="list-style-type: none"> • Evidenced by: • Possession of ethical guidelines of IPPP, and other relevant bodies (document review) • Verbal confirmation (practitioner interview) 					

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Competency 9:	
<i>Met in Full</i>	<input type="checkbox"/>
<i>Partly Met</i>	<input type="checkbox"/>
<i>Not Met</i>	<input type="checkbox"/>
Date:/...../.....

PRACTITIONER'S NAME:		ASSESSOR'S NAME:	
DATE ASSESSED:		ASSESSOR'S NAME:	

9. PSYCHOLOGIST'S PERSONAL FUNCTIONING						
		Established	Partly Established	Not Established	Comments	Completion Date
A	Health and fitness maintained at adequate levels for professional practice. Evidenced by:					
	• Verbal confirmation (practitioner interview)					
B	Regular monitoring levels of 'occupational stress' and workload evidenced and appropriate steps taken to maintain capacity to practice effectively. Evidenced by:					
	• Verbal confirmation (practitioner interview)					
C	Ongoing process of mentoring and a peer support network maintained. Evidenced by:					
	• Verbal confirmation (practitioner interview)					
	• Confirmation by peers and/or mentors (peer/mentor communication)					

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Competency 10:	
<i>Met in Full</i>	<input type="checkbox"/>
<i>Partly Met</i>	<input type="checkbox"/>
<i>Not Met</i>	<input type="checkbox"/>
Date:/...../.....

PRACTITIONER'S NAME:		ASSESSOR'S NAME:	
DATE ASSESSED:		ASSESSOR'S NAME:	

10.	PROFESSIONAL PERFORMANCE, CONTINUING EDUCATION
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		Established	Partly Established	Not Established	Comments	Completion Date
A	Regular participation in structured peer review of practice issues, including case discussion and presentation evidenced. Evidenced by:					
	• Certificates or other proof of attendance at appropriate forums (document review)					
	• Verbal confirmation (practitioner interview)					
	• On occasion, these criteria may include confirmation by other relevant parties.					
B	Continuing education relevant to private practice maintained. Evidenced by:					
	• Certificates or other proof of attendance at appropriate forums (document review)					
	• Verbal confirmation of self-directed continuing education, self review (practitioner interview)					
	• On occasion, these criteria may include confirmation by other relevant parties.					

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Competency 11:	
Met in Full	<input type="checkbox"/>
Partly Met	<input type="checkbox"/>
Not Met	<input type="checkbox"/>
Date:	

PRACTITIONER'S NAME:		ASSESSOR'S NAME:	
DATE ASSESSED:		ASSESSOR'S NAME:	

11. SUPERVISION AND MENTORING		Established	Partly Established	Not Established	Comments	Completion Date
A	Where a practitioner is involved in formal supervision: Supervisor approved by the SA Psychological Board as a Supervisor and undertakes the said requirements. Evidenced by:					
	• Documentary Evidence (inspection)					
	• Verbal confirmation by supervisee (practitioner interview)					
B	Formal mentoring agreements with a practitioner new to Private Practice established. A practitioner new to the field is paired with a more senior member (usually Fellow of the IPPP). Evidenced by:					
	• Verbal confirmation (practitioner interview, supervisee)					
	• Documentation of formal agreement (document review)					
C	Where a practitioner is involved in mentoring of a fellow practitioner, such mentoring arrangement reflects the IPPP Competencies and all relevant Guidelines and Legislative requirements. Evidenced by:					
	• Verbal confirmation (practitioner interview, supervisee)					
	• Documentation of formal agreement (document review)					
D	Formal Supervision or Mentoring agreements in place with clear goals and outcome measures for any supervision undertaken. Evidenced by:					
	• Verbal confirmation (practitioner interview)					
	• Documentation of formal agreement (document review)					

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Competency 12:	
<i>Met in Full</i>	<input type="checkbox"/>
<i>Partly Met</i>	<input type="checkbox"/>
<i>Not Met</i>	<input type="checkbox"/>
Date:/...../.....

PRACTITIONER'S NAME:		ASSESSOR'S NAME:	
DATE ASSESSED:		ASSESSOR'S NAME:	

12.	TRAINING
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		Established	Partly Established	Not Established	Comments	Completion Date
A	<p>Where a psychologist provides training in the application of psychological theory and techniques, such training reflects the Competencies and Best Practice guidelines and conforms with relevant legislation.</p> <p>Evidenced by:</p>					
	<ul style="list-style-type: none"> • Inspection of training materials (document review) 					
	<ul style="list-style-type: none"> • Verbal confirmation by trainer (practitioner interview) 					
B	<p>Where a psychologist provides formal training of practitioners entering private practice such training reflects the IPPP Competencies and Best Practice Guidelines, and conforms with relevant legislation.</p> <p>Evidenced by:</p>					
	<ul style="list-style-type: none"> • Inspection of training materials (document review) 					
	<ul style="list-style-type: none"> • Verbal confirmation by trainer (practitioner interview) 					